



**PUERTO RICO NATIONAL GUARD**  
**JOINT FORCE HEADQUARTERS**  
**HUMAN RESOURCES OFFICE**  
100 GENERAL ESTEVES ST, SAN JUAN , PR 00901-2104

**STANDARD OPERATION PROCEDURE**

**NGPR-HRZ**

**4 February 2016**

**SUBJECT: Procedure on Request Leave and Log Leave**

1. **PURPOSE:** These Standard Operation Procedures prescribe the policies and guidance for request, process and Log Leave.
2. **APPLICABILITY:** Active Guard Reserve (AGR), Active Duty Operational Support (ADOS) and Counter Drug personnel (CD).
3. **REFERENCES:**
  - a. Army Regulation 600-8-10, Leaves and Passes, Rapid Action Revision 4 August 2011.
  - b. NGR 600-5, The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management, 21 September 2015.
  - c. ARNG-HRM, Subject: Manual Personnel Absence Processing for Title 10/Title 32 Army National Guard (ARNG) Active Guard Reserve (AGR) and Active Duty Operational Support (ADOS) Soldiers, 1 February 2016.
4. **RESPONSIBILITIES:**
  - a. Soldier will request and take leave in accordance with the program objective and follow guidelines and processing procedure for their absences.
  - b. Supervisors, when approval authority is delegated to this level, will recommend approval or disapproval leave request within the established guidelines of AR 600-8-10.
  - c. Major Subordinate Command (MSC), separate units and directorate will approve request for leave and pass periods consistent with AR 600-8-10 and may delegate the authority to approve leave to any sections of any headquarters.
  - d. MSC, separate unit and directorate will establish and maintain the DA Form 4179, Leave Control Log, determine chargeable leave, resolve problems with chargeable leave in accordance with AR 600-8-10.

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e. MSC, separate unit and directorate will establish processing procedures to ensure compliance with AR 600-8-10.

f. MSC, separate unit and directorate will delegate in a memorandum of appointment personnel authorized to recommend and approve leave. MSC, separate unit and directorate will designate a leave program coordinator and provide to HRO-AGR Branch copy of all delegation of authority.

g. The HRO-AGR Manager will delegates authority to approve leave to commanders and supervisors at MSC, separate unit and directorate level

h. The HRO-AGR Manager is responsible for issuing leave control numbers and process leave documentation to USPFO.

5. Procedures on Request Leave:

a. Ordinary (Chargeable Leave):

(1) The approval authority for ordinary leave is appointed by the MSC, separate unit and directorate Supervisor or Commander. If the leave is more than 30 days, HRO-AGR Branch is the approval authority.

(2) Soldier will have to fill out the Leave and Pass Request form and attach the current month LES to the DA Form 31 (Leave Form).

(3) DA Form 31 has to be computer filled from block 2 to block 10b and handwritten in black ink all other blocks. Soldier will complete the block 2 through block 11 and send the form through chain of command.

b. Advance Leave (chargeable)

(1) Approval authority for advance leave will be appointed by the MSC, separate unit and directorate Supervisor or Commander for up to 30 days. Advance leave with more than 30 days must be forward to AGR Branch for approval.

(2) Steps for request advance leave are the same as ordinary.

(3) Typed the numbers of day advanced in Block 9c.

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c. Leave extension

(1) If by any reason Soldier is not going to be back on the end date shown on the leave form, Soldier must call the Supervisor and ask for extension.

(2) Designee by MSC, separate unit and directorate are the approval authority for extend leave.

(3) Once designee approved the extension, Block 15 must be filled and signed by approval authority.

d. Convalescent Leave (Non-Chargeable Leave):

(1) All request of convalescent leave will be requested to HRO/AGR Branch for approval with the required documentation.

(2) Soldier will complete the DA Form 31 same as ordinary leave with the following exceptions

(a) Block 7: mark "X" in OTHER box, type Convalescent Leave.

(b) Block 17: state the reason for request convalescent leave.

(c) Attach the supporting documents with the DA Form 31.

e. Emergency Leave (EL) (Chargeable)

(1) Approval authority for EL will be appointed by the MSC, separate unit and directorate Supervisor or Commander.

(2) DA form 31 will be filled out the same as ordinary leave with the following exceptions:

(a) Block 7: mark "X" in EMERGENCY box.

(b) Block 19: Type Red Cross's message number (If available).

6. Leave Control Log

a. Initial Control Number

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(1) Once approval authority signs the DA Form 31, MSC, separate unit and directorate must request to AGR Branch office a control number for Block 1 and provide a copy of the form to AGR-HRO Branch.

(2) MSC, separate unit and directorate must maintain DA Form 4179 (Leave Control Log) from control data to authorize absent.

(3) Leave control log, DA Form 4179 is file by fiscal year which means the start day of the control log is 1 October and end day is the 30 September of the following year.

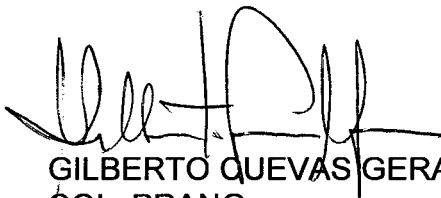
(4) MSC, separate unit and directorate should always have leave control log for current fiscal year and future fiscal year.

(5) Once Soldier signed in on leave, MSC, separate unit and directorate will filled out EXTN DATA and CHARGEABLE LEAVE columns on leave control log, then within 5 days will send the leave to AGR-HRO Branch to be processed.

(6) Every third week of the month a reconciliation must be conduct between MSC, separate unit and directorate with HRO-AGR Branch prior the submission of leave to USPFO.

(7) MSC, separate unit and directorate must maintain the Leave Control Log in file for 1 year.

7. Point of contact for this matter is the undersigned or MSG Reynaldo Soto at 787-289-1470, or email: reynaldo.soto.mil@mail.mil.



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